

**PUBLIC WORKS COMMITTEE
DPW AGENDA
October 25, 2022**

Committee Members: *CONOVER*, Hogan, Dickinson, Thomas, Bruno, Merlino, and Strough

- I. Committee meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Privilege of the floor and public comment**
- IV. Action Agenda/New Business Items**
 1. Request: New Contract
Rationale: For the Sagamore Retaining Wall construction project Capital Project H401
 2. Request: Amend County Budget
Rationale: To amend Beach Road Parking Lot to reflect additional revenue for payment to village.
 3. Request: Miscellaneous Resolution
Rationale: To close a Capital Project and return the funds to the source of funding.
 4. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a MEO (Light) due to a resignation
 5. Request: Notice of Intent to Fill Position
 6. Rationale: To fill the position of a MEO (Medium) due to the expiration of previous approval.
- V. Discussion Items**
 1. Road Projects
 2. Bridge Projects
- VI. Referrals/Pending Items**
- VII. Privilege of the floor and public comment**
- VIII. Motion to Adjourn**

Attachments:

1. Resolution Request Form No. 3 – New Contract
2. Resolution Request Form No. 7 – Amend County Budget
3. Resolution Request Form No. 20 – Miscellaneous
4. Resolution Request Form No. 12 – Notice of Intent to Fill Position
5. Resolution Request Form No. 12 – Notice of Intent to Fill Position

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Public Works - DPW

DATE: 10/25/22

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 56-22

- (b) Purpose of Contract: Construction contract for Sagamore Road Retaining Wall Reconstruction Project (Bids Due 11/4/22)

- (c) Name of Contractor: TBD

- (d) Address of Contractor: TBD

- (e) Contractor's Contact Person and Telephone Number: TBD

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: Upon Execution

- (h) Termination Date of Contract: Upon Completion

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H401.9550 280 Sagamore Road Retaning Wall

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Department of Public Works

DATE: October 25, 2022

- (a) Purpose of Amendment: **To Amend Beach Road Parking Lot to reflect additional revenue for payment to the Village of Lake George.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1627 470, Beach Road Parking Lot, Contracts, \$25,000.00.**

- (c) Revenue Code (with title), and Amount: **A.1627 2566, Beach Road Parking Lot, Parking Fee's, \$25,000.00.**

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Department of Public Works

DATE: 10/25/22

(a) Purpose of Request: To authorize closure of Capital Project H371 - Horicon Avenue Sewer Ext (CR 31) and return any remaining funds to the funding source.

(b) Details:

Capital Project	Est Funds	Funding Source
H371 - Horicon Avenue Sewer Ext (CR 31)	\$2,174.66	General Fund.

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #2 Base Salary of Position: 42,134 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #2 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13715/Neel Date of Vacancy: 10/11/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 10/18/22
Human Resources Director has approved this form when initialed. AG 10/18/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10-19-22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10-25-22

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates single axle truck in connection with hauling material for road maintenance or construction;

Operates a light truck to transport workmen, tools and other equipment;

Operates a tractor mower cutting grass and brush from road sides and other public areas;

Operates small snow plow or related snow removal equipment

Loads and unloads trucks;

Performs a variety of laboring tasks;

May be required to clean and oil the equipment;

On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment;

Ability to understand and carry out simple oral and written instructions;

Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS:

FOR POSITIONS IN CIVIL DIVISIONS OTHER THAN WARREN COUNTY: Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

FOR WARREN COUNTY POSITIONS: At the time of appointment, possession of a valid New York State Driver's license. Possession of an appropriate New York State Class A or B license with airbrake endorsement within six (6) months of appointment.

WC: Amended, 6.13, 2.19

JC: Non-Competitive

Format Update 2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #9 Base Salary of Position: \$44966 Grade: 9
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (M) #9 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10070/Monroe Date of Vacancy: 03/26/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 11/18/22

Human Resources Director has approved this form when initialed. 10/18/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10-19-2022

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee PUBLIC WORKS

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10-25-22

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to understand and carry out simple oral and written instructions;
Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Public Works - Parks, Recreation & Railroad

DATE: 10/25/2022

- (a) Purpose of Request: To provide a resolution allowing Cornell Cooperative Extension use of County owned property.

- (b) Details: The County of Warren Board of Supervisors is hereby resolved to allow Cornell Cooperative Extension (CCE) of Warren County the use of the property and buildings currently leased to CCE of Warren County at 377 Schroon River Road for a period of no less than five years for the operation of the Warren County Youth Fair & Heritage Festival during the first Saturday in August annually.

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS